

CITY OF BEAVERTON

Public Works Manager 1

General Summary

Plan, direct and coordinate the overall activities for one Operations Division program. Meet with and assist contractors relative to City operations projects. Work closely with other departments as well as with special districts and/or other public and private agencies regarding public works projects.

Key Distinguishing Duties

Overall responsibility for managing the programs and staff of one Operations section including hiring employees, responding to grievances and overseeing the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage at least one section in the Public Works Department. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Public Works Department management team. Evaluate performance and program effectiveness to ensure compliance with federal, state, regional and local regulations. Recommend action for improvement as appropriate. Prepare requests for proposals and authorize payments to contractors and consultants.
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Negotiate, manage, and inspect work of contractors, vendors and consultants regarding the scope and cost of services, staffing, equipment and work methods as a guide to improving practices.
4. Prepare, recommend and monitor budget for section. Participate in budget process for other sections.
5. Develop work plans, timelines, schedules and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
6. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.

7. Produce an acceptable quantity and quality of work that is completed within established timelines.
8. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
9. Represent the sections/department and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
10. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards. Investigate accidents and incident reports and take corrective action.
11. Participate in the City Emergency Management program including classes, training sessions and emergency events.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Follow standards as outlines in the Employee Handbook.
14. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices and procedures related to assigned section.
- ◆ Expert knowledge of practices, principles and techniques required to manage assigned section.
- ◆ Advanced knowledge of the laws, regulations, ordinances and codes governing assigned section.
- ◆ Advanced knowledge of tools and equipment used in assigned section.
- ◆ Advanced knowledge of general construction practices.
- ◆ Working knowledge of civil engineering design and drafting theory and principles as they pertain to assigned section.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making related to assigned section.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to assigned section.

- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Expert ability to read maps, blueprints and equipment instruction manuals.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a section.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing and spreadsheet programs as required for position.

Minimum Qualifications Required for Entry

Associate's degree in business or public administration, or a field related to work assignment, with advanced course work in same required, and 6 years experience in assigned field. including 2 years in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Employees in this classification are required to possess a valid drivers license and the ability to meet the City's driving standards.
- ◆ Some positions in this classification may be required to possess a CDL-B.
- ◆ Depending upon assignment, the Oregon Department of Environmental Quality Class II Wastewater Collection Certificate desirable.

Working Conditions

Regular focus on a computer; daily use of a keyboard or similar device; occasional standing for prolonged periods; occasional lifting, moving and carrying of objects over 50 pounds; occasional

crouching, crawling, bending, kneeling, climbing or balancing; occasional work in all weather conditions and around traffic; occasional response to emergency conditions off-hours; occasional exposure to hazardous chemicals, vibration, fumes, and high noise levels; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

New classification created 7/98: Urban Forestry Supervisor
Revised classification 4/02: Operations Supervisor
Revised classification 2/03: CDL-B requirement added
Revised classification 9/03: Title changed to Operations Manager 1
Revised classification 11/06: Key Distinguishing Duties added
Revised: 11/06
New classification title 1/1/09: Public Works Manager 1
Revised: 1/1/09
Revised: 2/10
Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date